Permit #F00149182

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00149182 **Type of Permit:** FILMING **Release Date:** 03/05/2019

**Production Company** CALIFORNIA STATE UNIVERSITY NORTHRIDGE

**Insured Company Name** CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Contact Phone No. 1 818-677-3192
Contact Phone No. 2
Fax
Address 18111 NORDHOFF ST
NORTHRIDGE, California 91330

**Production Title** KUANZA

**Type of Production** Student

**Producer** Victoria Lujan

**Director** Ariel Ford

**1st AD** Nayeli Benitez

**Production Manager** Victoria Lujan

**FilmL.A. Coordinator** Philip Ujlaki

**Location Manager** Victoria Lujan
Primary Phone Mobile - 619-735-6607
Secondary Phone

**Location Assistant** Leona Abrahamian
Primary Phone Mobile - 818-441-2610
Secondary Phone

## Fees

| | |
|---|---|
| FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE | $26.00 |
| LA CITY FIRE SAFETY OFFICER | $1,105.00 |
| LA CITY DEPT OF REC AND PARKS SPECIAL FACILITY ADMINISTRATION FEE | $150.00 |

**Total Permit Fee** $1,281.00

**Number of Locations** 1

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00149182 | **Location Manager** | Victoria Lujan |
| **Production Company** | CALIFORNIA STATE UNIVERSITY NO... | Primary Phone | Mobile - 619-735-6607 |
| **Insured Company** | CALIFORNIA STATE UNIVERSITY NO... | Secondary Phone | |
| **Production Title** | KUANZA | | |

**Location Address** 3800 Homer St, Los Angeles, CA, 90031

**Location Name** HERITAGE SQUARE MUSEUM

**Location Type** Museum

**Location Description** REC AND PARK PROPERTY. MUST CONTACT PARK FILM OFFICE FOR RESERVATION.

**Film Dates** 3/6/2019 - 3/6/2019 09:00 - 21:00 1 day

**Open or Closed to the Public** Closed

**Generic Conditions**
*LAFD UFSO: Company must contact FilmL.A. for extension of the Uniformed Fire Safety Officers' hours. During normal business hours, UFSO must also inform the LAFD Film desk of the extension.
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No crossovers allowed on street without prior approval.
No interference with vehicular or pedestrian traffic

**Please see attached documents**
CSUN--KUANZA--STUDENT LETTER.pdf
APPROVAL SHEET - 64559 HERITAGE SQUARE MUSEUM.pdf
GUIDELINES - 64559 HERITAGE SQUARE MUSEUM.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 20 |
| Generator | 2 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 5 |
| Crew | 33 |
| Extras | 2 |
| LA City UFSO assigned | 44663 |

**Filming Activities** Equipment on property; Exterior establishing shots; Handheld equipment; Interior and exterior dialogue; Interior and exterior motion without sound; PARK ##64559;

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| **Production Title** | KUANZA | | |

**Jurisdiction** **Political:** Los Angeles City - Council District 01 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 595 **Grid:** B6

**Approvals**

| | |
|---|---|
| LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE | Angelica Valdez |
| LOS ANGELES CITY POLICE DEPARTMENT | Irene Martinez |
| LOS ANGELES CITY FIRE DEPARTMENT - FILM UNIT | Kanisha Leonard |

**Coordinator Note** UFSO required 3/6/19., 09:00 - 21:00 hrs

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
Cast/Crew on vehicles will be parked on-site parking provided by Heritage Sq. Museum

BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

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CSUN. | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

2-18-19

To Whom It May Concern:

This letter is to certify that the film *"Kuanza"* is an official senior film project here in the Department of Cinema and Television Arts at California State University, Northridge.

Director Ariel Ford and the main crew including producers Victoria Lujan and Leona Abrahamian are members of the CTVA 452 Senior Film Project class. This film project will not be used for commercial purposes whatsoever and is part of the requirements needed to fulfill the Bachelor of Arts Degree in Cinema and Television Arts (Film Production Option).

Any assistance you can provide to our hard working and talented student filmmakers is highly appreciated. If you have any questions please don't hesitate to call upon me. I may be reached at nate.thomas@csun.edu or 818-677-3162.

Sincerely,

Professor Nate Thomas
Head
Film Production Option
Department of Cinema and Television Arts

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DEPARTMENT OF CINEMA AND TELEVISION ARTS
18111 Nordhoff Street • Northridge • CA 91330-8317 • phone: (818) 677-3192 • www.csun.edu/ctva

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# APPROVAL SHEET

DATE: 3/5/19

FILM LA: PHILIP UJLAKI

PFO: ANGELICA VALDEZ

PERMIT: F-149182

REF: 64559

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HERITAGE SQUARE MUSEUM

DATE: 3/6/19
SPECIAL FACILITY FEE: $150
TIME: 7AM – 7PM (0 MONIOTRS)

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

## HERITAGE SQUARE MUSEUM

- Ok to film at Heritage square museum on 3/6/19 (see plot plan).
- Ok to park 20 cast/crew vehicles and 1 cube truck (see plot plan).
- Ok to have a generator, steadi cam, tripod, J.L Fisher, dolly, cables, 2 carts and a recorder.
- Generators must be on concrete/plywood base. Keep away from trees and bushes.
- Ok to have tables and chairs for a catering setup.
- **Must adhere to staff guidelines.**
- **Does NOT have exclusive use of the park.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is

NOT A PERMIT

permitted to stay overnight must be guarded by the permitted company's security group.

- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

**F-149182**

**CALIFORNIA STATE UNIVERSITY NORTHRIDGE - KUANZA**

**(HERITAGE SQUARE MUSEUM)**

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